



Due Date: _____

City of Carlsbad Parks and Recreation Department

Contract Instructor Proposal Form • ~~SUMMER 2010~~

FORM MUST BE COMPLETELY AND ACCURATELY FILLED OUT. INCOMPLETE FORMS WILL BE REJECTED AND MUST BE RESUBMITTED BY DUE DATE. NO EXCEPTIONS. SUBJECT TO: DEPARTMENT APPROVAL, VERIFICATION OF TIME, DATE AND LOCATION AVAILABILITY.

Class #1 Exact Title :

Preferred Facility/Location	Days	Class Hours From	Class Hours To	
Class Description for Community Services Guide and online registration. Maximum 50 words (excluding language for materials fees.)				
Session	Weeks (6 or 8)	Start Date	End Date	Excluded (holidays)
A				
B				
Number of Participants	Age Limits	Recommended fee per session		
Minimum: Maximum:	To			

Class #2 Exact Title :

Preferred Facility/Location	Days	Class Hours From	Class Hours To	
Class Description for Community Services Guide and online registration. Maximum 50 words (excluding language for materials fees.)				
Session	Weeks (6 or 8)	Start Date	End Date	Excluded (holidays)
A				
B				
Number of Participants	Age Limits	Recommended fee per session		
Minimum: Maximum:	To			

Contact Information:

Name:	Address:	Phone (Home):
Phone (Cell):	Phone (Work):	Email Address:
Assistant One Name:		
Assistant Two Name:		
IMPORTANT INFORMATION – By signing this form, I understand and accept the following: This form must be completely and accurately filled out for each class being proposed. Incomplete forms will be rejected and must be resubmitted by the due date - no exceptions. Proposals received and/or approved after the due date will not be included in the Community Services Guide. Staff reserves the right to recommend edits to class descriptions that appear in the Community Services Guide. Proposals are subject to department approval and verification of date/time/facility availability.		
Signature_____		Date_____

For multiple classes use the back of this form.

Class #3 Exact Title :				
Preferred Facility/Location		Days	Class Hours From	Class Hours To
Class Description for Community Services Guide and online registration. Maximum 50 words (excluding language for materials fees.)				
Session	Weeks (6 or 8)	Start Date	End Date	Excluded (holidays)
A				
B				
Number of Participants		Age Limits	Recommended fee per session	
Minimum:	Maximum:	To		

Class #4 Exact Title :				
Preferred Facility/Location		Days	Class Hours From	Class Hours To
Class Description for Community Services Guide and online registration. Maximum 50 words (excluding language for materials fees.)				
Session	Weeks (6 or 8)	Start Date	End Date	Excluded (holidays)
A				
B				
Number of Participants		Age Limits	Recommended fee per session	
Minimum:	Maximum:	To		

Class #5 Exact Title :				
Preferred Facility/Location		Days	Class Hours From	Class Hours To
Class Description for Community Services Guide and online registration. Maximum 50 words (excluding language for materials fees.)				
Session	Weeks (6 or 8)	Start Date	End Date	Excluded (holidays)
A				
B				
Number of Participants		Age Limits	Recommended fee per session	
Minimum:	Maximum:	To		